

Granville Academy



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Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

June 2019

Dear Parent/Carer

As you may be aware, students at Granville undertake one week of Work Experience during Year 10 which for your child will take place between 3rd - 7th February 2020. The school values Work Experience very highly and each year student's return to the Academy enthusing about their experience and it is clear that they benefit immensely.

Work Experience provides students with:-

- An insight into the world of work, building confidence and independence
- Wider horizons and ambition, working with adults in a working environment
- The opportunity to develop key skills, vital for the future
- The motivation to succeed at school preparing them for life beyond

We work closely with Derbyshire County Council who will undertake all necessary legal and health and safety checks on our behalf. This is an expensive and time-consuming task. In order for the Academy to secure a student's preferred placement, it is vital that this task is begun and completed as early as possible. The Academy requires students to have found a placement by 9th December

Students can find a placement by using the online Work Experience directory (details enclosed), phone books, pop into local businesses or ask friends and family if they could accommodate a Work Experience student at their work place.

Out of county placements take longer to arrange and so it is even more important that these are organised early. Where out of county health and safety checks and visits are necessary, a charge to parents is made ranging from £5-£100. Please note, however, that there is currently no charge for placements at Burton-on-Trent and Ashby de la Zouch.

It will be your responsibility to:-

- Arrange travel to and from the workplace.
- Inform your child if you are happy for them to leave the workplace for lunch or not.
- Ring the Academy **and** workplace to notify of any non-attendance due to illness etc.
- Notify the Academy straight away if any problem or concern arises during the work experience week.
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Thank you in anticipation of your support in this important opportunity for your child.

Yours faithfully

F Staley

Ms Staley
Careers and Work Experience Lead

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Work Experience Consent Form

Please complete and return to Mrs Staley in Support & Guidance by 5th July 2019

I/We have read and understand the Academy's requirements in order that my son/daughter can access a Work Experience placement from 3rd – 7th February 2019.

Name of Student.....Form.....

Signature.....Parent/Carer Print Name.....